

Questions and Responses Summary

1. Question: What is the value range of this requirement?
Response: \$100,000 - \$200,000
2. Question: Attachment B
 - a. Can we create a template for Attachment B in a Word Document, that contains the same information and allows the evaluator to fill in their response?
Response: No
 - b. If we are not able to create our own template, where does the evaluator list our name on the Past Performance Evaluation Form?
Response: The evaluator should reference the company name in the email sent to the Contracting Officer with the evaluation attached. The Evaluator can also add your company name to the form anywhere they see fit.
 - c. When the evaluator sends you the email with the Past Performance Evaluation Form Attached, how do they identify the solicitation and vendor?
Response: The solicitation number and vendor can be referenced in the Subject Line or the Body of the email.
3. Question: Do you want the entire document - "Solicitation_DTMA9117R00012" - sent as part of the proposal?
Response: Please follow the instructions in Section L of the solicitation.
4. Question: Due to the upcoming Easter holiday is it possible to get an extension until Friday May 5, 2017?
Response: An extension will not be granted due to the urgent nature of the requirement.
5. Question: Regarding SOW Objective 3: how many participants will be trained to help lead the project?
Response: 20-25
6. Question: Regarding SOW Objective 4: how many senior leadership team members need to be oriented to the Appreciative Inquiry process and how much time do they have allotted for the orientation?
Response: 12-15; as deemed necessary by the consultant-to be included in the proposal
7. Question: Regarding SOW Objective 13: how many participants will there be in the summit and what is the projected length of the event?
Response: Must be flexible-a couple hundred possibly; as deemed necessary by the consultant-to be included in the proposal.
8. Question: Is Appreciative Inquiry certification a mandatory requirement (5.6 Qualifications) or whether other similar inclusive strategic planning methodologies can be mapped to Appreciative Inquiry and leveraged?
Response: While Appreciative Inquiry "certification" is not mandatory, the use of an Appreciative Inquiry methodology is required. An inclusive strategic planning process is not adequate to deal with the institution's unique context and climate. A methodology that uses all

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parts of the Appreciative Inquiry process (including variations in terminology/naming convention for the steps), is absolutely mandatory.

9. Question: Can companies from Outside USA can apply for this? (like, from India or Canada)

Response: This requirement is set-aside for small businesses only. All entities must be registered in www.sam.gov with an “active” status to be eligible for award.

10. Question: Does the contractor need to come over there for meetings?

Response: Yes

11. Question: Can the contractor perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Response: On-site work for many of the tasks will be required

12. Question: Can the contractor submit the proposals via email?

Response: 1 original is required by mail and 1 electronic copy is required to be sent via email before the solicitation close date/time.